

Ohio Employers' Guide to Child Support



OHIO EMPLOYERS
And CSEAs...
Partners
In Child Support

Quick Reference

OHIO DEPARTMENT OF HUMAN SERVICES
Office of Child Support
30 E. Broad St., 31st FL
Columbus, OH 43266-0423



WEB address for ODHS:www.state.oh.us/odhs



State Office Phone Numbers:

BUREAU OF DIRECT SERVICES
(614) 752-6567
Fax: (614) 466-6613

POLICY
(614) 752-6563
Fax: (614) 752-9760

INTERSTATE CENTRAL REGISTRY
(614) 752-9740
Fax: (614) 466-6613

E-mail: www.ohcenreg@odhs.state.oh.us

OHIO NEW HIRE REPORTING PROGRAM
(888) 872-1490
Website: www.oh-newhire.com



Contacts

The Office of Child Support is dedicated to providing, through collaborative efforts and partnerships, a network of services which will ensure every child's right to financial support of both parents.

TERMS AND DEFINITIONS

OHIO REVISED CODE § 3113.21, WITHHOLDING OR DEDUCTION REQUIREMENTS AND NOTICES

(P) As used in this section, and in section 3113.211 to 3113.217 of the Revised Code*:

- (1) "Financial Institution" means a bank, savings and loan association, or credit union, or a regulated investment company or mutual fund in which a person who is required to pay child support has funds on deposit that are not exempt under the law of this state or the United States from execution, attachment, or other legal process.
- (2) "Title IV-D case" means any case in which the child support enforcement agency is enforcing the child support order pursuant to Title IV-D of the "Social Security Act," 88 Stat. 2351 (1975), 42 U.S.C. 651, as amended.
- (3) "Obligor" means the person who is required to pay support under a support order.
- (4) "Obligee" means the person who is entitled to receive the support payments under a support order.
- (5) "Support order" means an order for the payment of support and, for orders issued or modified on or after December 31, 1993, includes any notices described in division (D) or (H) of this section that are issued in accordance with this section.
- (6) "Support" means child support, spousal support, and support for a spouse or former spouse.
- (7) "Personal earnings" means compensation paid or payable for personal services, however denominated, and includes, but is not limited to, wages, salary, commissions, bonuses, draws against commissions, profit sharing, and vacation pay.
- (9) "Payor" means any person or entity that pays or distributes income to an obligor, including the obligor, if the obligor is self-employed; an employer; an employer that is paying the obligor's workers' compensation benefits; the public employees retirement board; the board of trustees, or other governing entity of a municipal retirement system; the board of trustees of the police and firemen's disability and pension fund; the state teachers retirement board; the school employees retirement board; the state highway patrol retirement board; the bureau of workers' compensation; or any other person or entity, except the bureau of employment services with respect to unemployment compensation benefits paid pursuant to Chapter 4141 of the Revised Code.

(Q) As used in this section, "income" means any form of monetary payment, including personal earnings; workers' compensation payments; unemployment compensation benefits to the extent permitted by, in accordance with, section 2301.371 of the Revised Code, division (d)(4) of section 4141.28 of the Revised Code, and federal law governing the bureau of employment services; pensions; annuities; allowances; private or governmental retirement benefits; disability or sick pay; insurance proceeds; lottery prize awards; federal, state, or local government benefits to the extent that the benefits can be withheld or deducted under the law governing the benefits; any form of trust fund or endowment; lump-sum payments; and any other payment in money.

*Comparable language for withholding on administrative orders can be found at §3111.23.

**The Ohio Department of Human Services
Office of Child Support
30 East Broad Street, 31st Floor
Columbus, Ohio 43266-0423**

**(614) 752-6561
Fax (614) 752-9760
TTY/TDD: (614) 752-3951**

Congress established the Child Support Enforcement Program in 1975 under Title IV-D of the Social Security Act to collect child support. Children raised in single parent or guardian families are entitled to child support. The program's goal is to ensure that all children are supported financially by both parents and to reduce the number of children receiving public assistance.

The increase in the rate of divorce, separation and out-of-wedlock births has been dramatic in the United States. **There are more than one million children in Ohio who are entitled to child support.**

The Child Support Enforcement program is a joint effort involving federal, state and local agencies administered in Ohio by the Ohio Department of Human Services, Office of Child Support (OCS). States and local agencies establish and enforce support orders. The federal government runs the Federal Parent Locator Service (FPLS), which assists States in locating parents and enforcing interstate child support cases.

All families may apply for child support services. Ohio families receiving public assistance must cooperate with the local Child Support Enforcement Agency (CSEA) in establishing paternity and collecting child support. If there is a serious threat of violence against the family, "good cause" may be determined and child support will not be pursued.

Ohio provides the following child support services:

- ◆ Locating non-custodial parents
- ◆ Establishing paternity
- ◆ Establishing child and medical support orders
- ◆ Collecting and distributing child support payments
- ◆ Enforcing child support through income withholding and other means

The number of child support cases with parents living in separate states continues to grow. There are over 300,000 interstate child support cases in Ohio. Keeping track of the interstate movement of parents with child support cases is a difficult task. The federal and state governments have implemented new policies and procedures to expedite enforcement of interstate child support cases.

Since 1987, employers have been a vital part of Ohio's success in increasing collections through income withholding. OCS collects over \$1 billion each year, of which 72.35% is derived from income withholding. Welfare Reform legislation enacted since 1996 provides stronger measures for ensuring that children receive financial support from both parents.

The continued cooperation of Ohio employers in withholding wages and medical insurance premiums pursuant to child support orders, as well as reporting newly hired employees, will go a long way towards supporting Ohio's and the nation's children.

The enclosed material is designed to address and answer the most common questions and issues in child support affecting you as an Ohio employer.

INTRODUCTION TO CHILD SUPPORT

INTRODUCTION TO CHILD SUPPORT

QUESTIONS & ANSWERS

Q: How can I help my employees who need child support?

A: For more information about child support enforcement services, your employees should contact the local CSEA office listed under "Where Do I Go For Help?" in this publication. The CSEA office will obtain information from your employee and will provide the necessary information to apply for child support (IV-D) services in Ohio. For problems on pending cases, your employees may also contact the Consumer Response Hotline: 1-800-686-1556. **This hotline is not appropriate for employers' questions.**

Q: What is a IV-D case?

A: The term IV-D comes from Title IV, section D of the Social Security Act, which established the Child Support Enforcement program in 1975.

IV-D cases are opened for all public assistance (welfare) cases involving children not living with one or both parents. IV-D services are also available to non-welfare recipients who apply for child support

services (locating parents, establishing paternity, establishing child support orders, collecting and distributing child support and enforcing child support orders).

Q: Do all parents automatically have to pay child support if they don't live with their children?

A: There must be a child support order established in court or an administrative order that is recognized by the court.

Q: How is the amount of child support determined?

A: Ohio uses an income shares child support guideline that considers, among other factors:

- the income of both parents;
- the child care expenses incurred by the working custodial parent;
- the standard of living the child would have had if the family were intact; and
- the cost of medical care, including insurance.

Q: What do I do if my employee asks me to withhold child support?

A: If your employee presents an Ohio order that directs payment through CSEA, then it is acceptable to initiate withholding at the employee's request and follow the terms of the order. However, if the order is not paid through CSEA, ask the employee to contact the local agency to redirect payment as required by Ohio law. If the employee does not have an order, send him/her to CSEA to establish one.

An Ohio employee may also initiate direct income withholding based on the valid order of another state. In such a case, the payments will be made directly to the court/agency of the issuing state — as directed in the order. Ohio's Uniform Interstate Family Support Act (UIFSA) provisions for Direct Income Withholding are discussed in the "Direct Interstate Income Withholding" section of this booklet.

Income withholding is a court or administrative agency ordered deduction of child support from a parent's wages. The employer deducts the specified amount each pay period and sends the payment to the designated child support agency. The receiving IV-D agency forwards the support payments to the child's custodial parent or to the appropriate agency.

Note: Under Ohio law, direct payment of child support is considered a gift. O.R.C. §2301.36(A)

Ohio employers play a vital role in helping to secure the financial future of thousands of children. Working cooperatively to withhold and remit child support payments, you are a valuable resource in our efforts to secure these children's future.

Income withholding by employers is the single most effective method of child support collection. **During State Fiscal Year 1998, 72.35% of all child support collections in Ohio came from income withholding by employers.**

There are many different names/forms used by child support agencies to issue withholding orders. Some examples are:

- Order to Withhold Income for Child Support
- Writ of Garnishment
- Payroll Deduction Notice
- Order to Withhold and Deliver
- Administrative Writ of Withholding

The first page of the Ohio withholding notice is printed in this section. For interstate cases, a new standardized form has been introduced that should eliminate confusion over the many different names and forms. See "Direct Interstate Income Withholding" for a copy of that form.

In addition to deducting the ordered amount from an employee's regular pay, Ohio law requires an employer to contact CSEA in the following circumstances:

- ◆ the employee is to be paid a lump sum for workers' compensation benefits, severance pay, sick leave, retirement benefits or contributions, bonuses, or profit sharing payments or distributions; and
- ◆ the lump sum payment is for \$150 or more.

This report must be made no later than 45 days before the distribution is to occur or the date the decision is made to pay the lump sum, whichever is earlier. CSEA will determine whether an arrearage exists and either issue an administrative order or ask the court to issue an order to apply the lump sum to those arrears. In this circumstance, the employer is entitled to hold the lump sum for 30 days after the date on which it should have been paid to the employee or until a court or administrative order pertaining to the distribution is received, whichever is sooner.

QUESTIONS & ANSWERS

Q: How long after I receive the notice do I begin withholding?

A: Withholding must begin **no later than** the first pay period that occurs after 14 working days following the date the notice was mailed to the employer. O.R.C. §§3113.21 (D)(1)(a) and 3111.23(B)(1)(a).

Q: When do I send in the withheld payments?

A: O.R.C. §§3113.21(D)(1)(a) and 3111.23(B)(1)(b)(ii) require you to forward the withheld payment **immediately** but not later than 7 working days after the withholding.

Q: How long after child support is paid to CSEA will it take for the obligee to receive it?

A: Since October 5, 1987, Ohio law has required the CSEA to distribute the child support within two business days after receipt of a payment made by income withholding. O.R.C. §329.043

Q: What is the definition of "two business days?"

A: "Business day" means a day on which state offices are open for regular business. For example, a payment received at 8:00 a.m. Friday must be processed by the end of the day on Tuesday to constitute "two business days."

INCOME WITHHOLDING

INCOME WITHHOLDING

Q: What is the maximum amount of money I can withhold from my employee's paycheck?

A: The Federal Consumer Credit Protection Act (CCPA) (15 U.S.C. 1673(b)), sets the maximum amount that may be withheld from an employee's paycheck. The federal withholding limits for child support and alimony are based on the aggregate disposable weekly earnings (ADWE) of the employee. The ADWE is calculated by taking the employee's gross earnings (wages, bonuses, commissions and pensions) and subtracting taxes and mandatory retirement deductions. Health insurance premiums, union dues, other child support garnishments and money owed to the employer are not deductible when determining the ADWE. **Ohio law requires that this maximum be followed.**

The federal CCPA limit is 50 percent of the ADWE if the employee supports a second family and 60 percent if the employee does not support a second family.

This limit increases to 55 percent and 65 percent respectively if the employee owes arrearages that are 12 weeks or more past due.

Q: What do I do if my employee has multiple income withholding orders and doesn't earn enough to pay the current support on all the orders?

A: O.R.C. §3113.21 (F) contains a formula which employers must use to determine how to allocate the available funds. If the amounts for current support on all orders exceed the

applicable CCPA limit, allocate to each order a percentage of the **current** support ordered based on the following formula:

$$\frac{\text{total \$ available for income withholding}}{\text{total \$ of current support}}$$

If the total amount designated as **current** support does not exceed the applicable CCPA limit, pay **current** support on all orders and pay a percentage of the **past due** support on each order based on the following formula:

$$\frac{\text{total \$ available for withholding after paying current support}}{\text{total \$ due on all orders for past due support}}$$

NOTICE: *In such circumstances, employers are advised to work with the local CSEA to obtain data needed to accurately calculate the amount to be withheld.*

Q: What do I do if my employee's hours are cut back temporarily and the child support payments are reduced?

A: If the full amount of the support order can be paid without exceeding the applicable CCPA limit, you must withhold the required amount despite the employee's reduced pay. If not, you must withhold an amount equal to the CCPA limit as described above. If your employee will have reduced income for a period of time, he or she should be advised to contact the local CSEA and request that the support order be reviewed and modified based on a change of circumstances. **Modification cannot occur retroactively, so the employee should act quickly if the circumstances warrant.**

Q: May I combine the child support payments of several employees on the same check?

A: You may combine child support payments for multiple employees on one check if the payments are to be sent to the same withholding agency. You must identify each employee, the amount withheld, the date each amount was withheld, and the required employee identification number provided by the withholding agency.

Q: How do I know when to stop withholding?

A: You should continue to withhold income until the child support enforcement agency or court notifies you to change or stop the withholding.

Q: May I refuse to hire someone who has a withholding against his/her wages?

A: No. An employer is subject to a fine up to \$500 for discharging the obligor from employment, refusing to employ the obligor, or taking any disciplinary action against the obligor because of withholding for child support.

Q: What if I don't carry out the withholding?

A: If the employer fails to withhold income in accordance with Ohio law, **the employer** is liable for the accumulated amount that should have been withheld. In addition, the court may fine an employer up to \$200 for failing to withhold personal earnings. O.R.C. §§3113.21(D)(1)(b)(iv) & (v) and 3111.23 (B)(1)(a)(iv) & (v)

Q: What should I do if my employee tells me the amount being withheld is not the correct amount or he/she already paid the child support directly to the custodial parent?

A: You should tell your employee to contact the child support enforcement agency or court. You must continue to withhold wages, according to the Order/Notice, until you are notified by the child support enforcement agency or the court to change the amount being withheld or stop withholding.

Q: What do I do if my employee says he/she is going to be evicted from his/her home if I withhold wages for child support? May I temporarily stop withholding until my employee gets back on his/her feet?

A: You must continue to withhold wages according to the Order/Notice. Advise your employee to contact the CSEA immediately to discuss his/her concerns.

Q: What if an employee becomes ill or injured and cannot work?

A: If an employee becomes injured or ill and cannot work, notify the child support enforcement agency or court that sent you the income withholding Order/Notice. Provide the employee's name and Social Security number and the name and address of any entity paying workers' compensation or disability benefits.

Q: What do I do if my employee quits, is fired, or laid off?

A: You must notify the CSEA to which the payment is made of the name of the employee, employee's case identifier, date of separation from employment, last known home address, and the name and address of the employee's new employer. You must continue to withhold wages through the employee's final paycheck. **If the employee returns to work for you, you must report that person as a new hire and begin withholding child support payments again.**

Q: If I send a payment in error, will it be refunded to me or directly to my employee? How quickly will you refund the money?

A: The employee should contact the local CSEA to report the error and request the refund. CSEA will provide the procedure and timeframe to your employee.

Q: Income withholding requires extra work for my company. May I charge a processing fee to my employees?

A: Yes, you may charge up to \$2.00 or an amount not to exceed 1% of the amount withheld for support, whichever is greater. O.R.C. §3113.211

Q: Some of our employees already have wage attachments against their paychecks. How do we handle these attachments and child support withholdings?

A: Child support withholdings take priority over all other claims against the same wages except federal tax liens that were served before the child support withholding Order/Notice. Only after satisfying the child support obligation (to the maximum allowed limit) may you honor the other wage attachments.

Q: When I send wage withholding payments, what date should I report as the withholding date?

A: Report the date the child support payment was withheld from the employee's paycheck. The date of withholding normally coincides with the pay-date.

Q: Is an employee who has declared bankruptcy still liable for child support payments?

A: Yes. Even though an employee declares bankruptcy, he/she is still obligated to pay child support. Debts due for delinquent child support are not discharged in bankruptcy actions. An employer may be notified, however, that it is no longer responsible for withholding the payments because a trustee of the bankruptcy court may take over this task. Continue withholding until you receive official notification from the child support enforcement agency or bankruptcy court.

INCOME WITHHOLDING

INCOME WITHHOLDING

Q: I have an employee who has remarried and now has children from that marriage. He asked me to reduce the amount of his child support because of his new family. Should I do this?

A: The court or child support enforcement agency makes the decision to change an income withholding order. You must continue withholding according to the Order/Notice until you receive notification in writing from the child support enforcement agency or the court. It is up to your employee to contact the child support enforcement agency or court regarding his change in circumstances and to request a modification.

Q: May I combine all notices for lump sums into one document to send to CSEA?

A: Yes, as long as you include an itemization of the names of each employee who will receive a lump sum and the amount each will be receiving.

Q: What if the lump sum is vacation pay?

A: Treat vacation pay the same as an ordinary payroll check. For example, if the vacation pay represents a two-week period, withhold two weeks of support and send it to the CSEA. No prior notice to the agency is required.

NOTICE TO PAYOR/ OBES/ OR FINANCIAL INSTITUTION TO WITHHOLD OBLIGOR INCOME/ASSETS

Date Mailed: _____

Issued By: _____ Issued To: (Payor/ OBES/ Financial Institution)

(Address) _____

RE: _____ Obligor _____ Case Number: _____ Order Number: _____ Workers' Compensation Claim Number: _____

Social Security Number: _____ Date of Birth: _____ Financial Institution Account Number: _____ Savings _____ Checking _____

GENERAL PURPOSE OF THIS NOTICE

A court or administrative order requires child support and/or spousal support to be withheld from the income or assets of a child/spousal support obligor in accordance with Revised Code Sections 2301.371, 3111.23, 3113.21, and 4141.28. These statutory sections mandate that the specific withholding and deduction requirements will be communicated by this notice. The notice is final and enforceable by the court.

This notice is transmitted by regular mail from the Domestic Relations Court, the Juvenile Court or the Division of Child Support in the Department of Human Services, or the Child Support Enforcement Agency of the jurisdictional county. A copy is provided to the obligor.

This notice applies to all successor payors and/or financial institutions who are required to comply with all orders herein. The Revised Code definitions of "payor" and "financial institution" are provided at the end of this notice.

ANY PRIOR INCOME/BENEFITS WITHHOLDING UNDER THIS IDENTIFICATION NUMBER IS NULL AND VOID, UNLESS OTHERWISE SPECIFIED.

The withholding in accordance with the notice and under the provisions of this section has priority over any other legal process under the law of this state against the same income.

WHAT TO WITHHOLD AND WHERE TO SEND IT

Pursuant to Revised Code Sections 2301.371, 3111.23, 3113.21, or 4141.28 and the above cited Court order, the obligor's payor or financial institution or the Ohio Bureau of Employment Services (OBES) is hereby notified to withhold from the income/benefits/funds of the obligor, the sum of \$ _____ PER MONTH from the following: personal earnings, Workers' Compensation benefits (including those benefits paid by employer), unemployment compensation benefits to the extent permitted by law, pension, annuity, allowance, or other benefit, governmental retirement benefits, any form of income, including, but not limited to federal, state or local government benefits to the extent that the benefits can be withheld or deducted under any law governing the benefits to the form of trust or endowment fund, any form of trust fund, vacation pay, commissions, and draws against commissions paid regularly, bonuses, profit sharing, distribution of any lump-sum payment, disability or sick pay, insurance proceeds, or endowment, funds on deposit in a financial institution, and any other payment in money.

[KEEP READING > > > > >](#)

Millions of children in the United States live in single parent households. Too often, the non-custodial parent is not fulfilling a legal obligation to provide health insurance. As a result, many children go without health care or must rely on the state-funded Medicaid program. Disturbingly, many defaulting parents are employed and able to provide health insurance coverage. One step toward solving this problem is the recognition that child support is a partnership.

The Ohio Office of Child Support (OCS) is responsible for establishing and enforcing health insurance orders for child support cases when coverage is available and reasonable or expected to become available.

Children who might otherwise not be covered under a medical insurance plan can get the medical attention they need once they receive the medical support from your employee.

Legal Requirements and Statutes

The Omnibus Budget Reconciliation Act of 1993 contains key amendments that impact medical support and the employer's responsibility. For example, the law now requires employers to honor medical support orders established under state law. Ohio has enacted similar requirements.

The court or administrative agency may require that your employee provide medical insurance coverage for his/her dependents in accordance with O.R.C. §§3111.241 or 3113.217. The court or administrative agency will require coverage if it is available to the employee at a "reasonable cost."

Ohio law similarly requires employers to permit the enrollment of the child without regard to enrollment restrictions. (O.R.C. §3924.49) Correspondingly, O.R.C. §§3924.46 to 3924.48 govern health insurance providers. The details of those provisions are set out under "Questions & Answers" in this section.

Enrollment

The employer will receive an ODHS 4040, Notice to Employer to Enroll Employee in Health Insurance Plan and a copy of the child support order requiring the employee to obtain health insurance for the children. Forms from other states may vary but most will be similar to the Ohio Notice to Employer to Enroll Employee in Health Insurance Plan. The employer must enroll the children and deduct premiums from the employee's income/wages. This order may be subsequent to or in conjunction with an order to withhold wages/income for child support.

- The dependent(s) must be enrolled in the insurance plan without regard to seasonal restrictions (i.e. "Open Enrollment");
- The dependent(s) may not be denied coverage on the grounds that the parents were not married, that the dependent is not claimed as a dependent on the employee's federal income tax return, or the dependent does not reside with the employee or in the insurer's service area.

MEDICAL SUPPORT

MEDICAL SUPPORT

Cancellation of Enrollment

An employee may not eliminate dependent insurance coverage unless the employee provides written proof that the order is no longer in effect or that the dependent will be enrolled in comparable health insurance coverage elsewhere.

The employer may not eliminate coverage unless the employer has eliminated dependent coverage for all employees.

Payroll Deduction

The court or administrative agency shall include a provision in all orders for health insurance, directing the employer to enroll and deduct an amount sufficient to provide for premiums for health care coverage offered by the employer.

- Income withholding for child and medical support has priority over all other legal processes against income, except for federal liens (for example, IRS liens that are in place when the income withholding order for child or medical support is served on the employer).
- Income withholding for medical support (and/or child support) cannot exceed the maximum amount under the Consumer Credit Protection Act (CCPA).

Insurer's Responsibility

Legislation has been passed requiring insurers to cover dependents with medical support orders. These reforms in the health insurance industry mandate health insurance companies, rather than employers, to have the following responsibilities:

- The health insurance plan may not discriminate against the dependent if the dependent receives Medicaid, is adopted by the non-custodial parent or has a pre-existing condition.
- Health insurance companies must provide necessary information to the custodial parent so he/she may directly submit claims for covered services without the approval of the employee and to reimburse the custodial parent, the providers or State agency directly for claims submitted.

QUESTIONS & ANSWERS

Q: Our company insurer provides open enrollment for all health benefit plans once a year. What happens if the employee may not enroll the children until the annual open enrollment?

A: Per O.R.C. §§3924.47 and 3924.48 the health insurance provider must permit enrollment of the child without regard to enrollment period restrictions and must allow enrollment of the child upon application of the obligee if the employee fails to enroll the child. The insurer must also provide necessary benefits through the coverage, permit the obligee to submit claims for services without approval of the employee, and make payments directly to the obligee.

Q: What if the insurance company denies the application because the child does not reside with the employee or was born out of wedlock?

A: O.R.C. §3924.46 states that no health insurer can deny enrollment of a child under a parent's health plan based on either of those circumstances. Similarly, coverage may not be conditioned on the child being claimed as a dependent on the employee's federal tax return.

Q: What do I do if the insurance company refuses to cooperate?

A: If the insurer fails to comply with these provisions, the failure may be reported to the Ohio Department of Insurance at (614) 644-2658.

Q: One of my employees tells me he can't afford to pay the premium for health insurance. Must I enroll his children in the company insurance plan and deduct the premiums from his wages?

A: Yes. Your employee is bound by the court order to provide medical insurance if it is available through employment. The employee does have due process rights allowing him to contest the medical support order, but until that order is modified, you must withhold the health insurance premium.

Q: Medical, dental, and vision insurance are available for our employees and their dependents. Each policy has a separate premium. Do we have to enroll the children in all three policies?

A: Yes, O.R.C. §3113.217 (E) requires employers to enroll children in any available group health insurance or health care policy, contract, or plan with coverage for children.

Q: We offer several insurance plans. Which plan should the children be enrolled under?

A: The employee must choose a plan that provides coverage for dependents.

Q: My employee told me she no longer has to provide health insurance for her child because the child's father can get it at a lower cost. May I stop deducting premiums from her wages?

A: No. You must continue to deduct premiums until you receive documentation from the court or child support enforcement agency advising you of changes in the medical support order.

Q: The children of my employee live outside our insurance company's service area. Do I still have to enroll the children in the plan and deduct premiums from my employee?

A: The employer is not required to change the insurance policy or policies available. If **no** coverage is available outside the local geographical area, enrollment is not necessary.

Q: My company does not offer health insurance to employees' dependents. Do we have to purchase a group plan that covers dependents?

A: No. If your company does not offer health insurance coverage for dependents, you are not obligated to provide it.

MEDICAL SUPPORT

MEDICAL SUPPORT



NOTICE TO EMPLOYER TO ENROLL EMPLOYEE IN HEALTH INSURANCE PLAN

Date of issuance: _____

Issued by:	Issued to: (Employer)
(Address)	
RE: (Obligor)	CSEA Identification Number:
Social Security Number: _____	

GENERAL PURPOSE OF THIS NOTICE

A court of administrative order requires that your employee enroll the children named in the Child Support Order in your company's health insurance plan in accordance with Revised Code Sections 3111.241 or 3113.217. These statutory sections mandate that the specific withholding and deduction requirements will be communicated by this notice. The notice is final and enforceable by the court.

This notice is transmitted by regular mail from the Domestic Relations Court, the Juvenile Court or the Child Support Enforcement Agency of the jurisdictional county. A copy is provided to your employee.

This notice applies to all successor employers who are required to comply with all orders herein. Enrollment is to begin no later than the first payment that occurs after 14 work days following the date of this notice.

THIS NOTICE REPLACES ANY PRIOR COURT ORDERS OR ADMINISTRATIVE NOTICES TO PROVIDE HEALTH INSURANCE UNDER THIS IDENTIFICATION NUMBER.

The withholding in accordance with the notice and under the provisions of this section has priority over any other legal process under the law of this state.

DHS 4040 (1/98)

Direct Income Withholding Under UIFSA

As of January 1, 1998, all states were required to adopt the Uniform Interstate Family Support Act (UIFSA). By adopting this law, each state agrees to play by the same rules and procedures that govern interstate child support cases.

One of the cornerstones of UIFSA is direct income withholding. Direct income withholding involves sending an income withholding order across state lines to a non-custodial parent's employer in another state. While income withholding for child support is not new for employers, receiving them directly from another state is new.

- To initiate direct income withholding, a child support agency, an attorney, or either parent may send an income withholding order, issued by any state, across state lines directly to the non-custodial parent's employer in another state.
- Upon receipt, if the Order/Notice appears "regular on its face," you must honor it.
- You must provide a copy of the Order/Notice to the employee immediately.
- You must begin withholding and send the payments to the address cited in the withholding Order/Notice.
- You must continue to honor the withholding Order/Notice until official notification is received from the initiating agency/individual to stop or

make a change to the withholding.

If you comply with these basic requirements, you will not be subject to civil liability from an individual or agency with regard to your withholding of child support from the employee's income.

Which State's Laws Apply?

Use the laws of Ohio, as opposed to the state that issued the withholding Order/Notice, to determine the following requirements:

- Time periods to begin withholding
- Time periods for remitting payments following the date of withholding
- Allocation of support when you receive more than one income withholding order for the same employee
- Treatment of lump-sum payments to the employee
- Employer fees that can be assessed
- Penalties for failure to honor the direct income withholding order

The requirements of these provisions are set out under Questions & Answers in the section on "Income Withholding".

- Definition of "income" and "disposable income"

Applicable Terms and Definitions are located on the inside back cover.

Contesting the Notice/Order

While you, the employer, may not contest the Order/Notice of direct income withholding, your employees have the right to do so.

- The employee should notify the issuing state agency/individual and attempt to resolve the matter.
- The formal contest for Ohio employees is generally conducted in Ohio.

You should continue to honor the direct income withholding until notified by the issuing agency/individual.

New Standardized Income Withholding Form

To help employers, there is a standard form for governmental child support agencies, attorneys, or individuals to use when initiating direct income withholding. The Order/Notice is designed to provide you with key information so that you do not have to decipher unfamiliar documents from different states. The standardized Order/Notice includes:

- names of parties, including children;
- whether to begin withholding, change the amount being withheld or terminate the withholding;
- whether to enroll the child(ren) in any available health insurance coverage;

DIRECT INTERSTATE INCOME WITHHOLDING

DIRECT INTERSTATE INCOME WITHHOLDING

- how much to withhold for current support, past-due support, medical support and other specified amounts;
- how much to prorate for different pay frequencies;
- remittance information;
- Additional information about priority, combining payments, reporting the withhold date, multiple withholding for an employee, termination notice, lump sum payments, liability, anti-discrimination and withholding limits.

QUESTION & ANSWERS

Q: We received an income withholding Order/Notice from another state. Must we send payments directly to the other state?

A: Yes. Under the Uniform Interstate Family Support Act (UIFSA), employers are required to honor an income withholding Order/Notice from another state as long as the order appears to be "regular on its face."

Q: What should I do if I receive more than one income withholding order against my employee for the same family?

A: If the orders include current support, advise your employee to immediately contact the CSEA and request assistance in filing a Petition to Determine Controlling Order so that a court may ascertain which of several existing current support orders will be prospectively enforced.

OMB NO.: 0970-0154
EXPIRATION DATE: 12/31/00

ORDER/NOTICE TO WITHHOLD INCOME FOR CHILD SUPPORT

State _____ Co./City/Dist. of _____ Date of Order/Notice _____ Court/Case Number _____

Original Order/Notice
Amended Order/Notice
Terminate Order/Notice

Employer/Withholder's Federal EIN Number _____ RE: * Employee/Obligor's Name (Last, First, MI)
Employer/Withholder's Name _____ * Employee/Obligor's Social Security Number
Employer/Withholder's Address _____ * Employee/Obligor's Case Identifier
_____ Custodial Parent's Name (Last, First, MI)

Child(ren)'s Name(s): DOB Child(ren)'s Name(s): DOB

ORDER INFORMATION: This is an Order/Notice to Withhold Income for Child Support based upon an order for support from _____. By law, you are required to deduct these amounts from the above-named employee's/obligor's income until _____ even if the Order/Notice is not issued by your State.

If checked, you are required to enroll the child(ren) identified above in any health insurance coverage available through the employee's/obligor's employment.

\$ _____ per _____ in current support \$ _____ per _____ in past-due support Arrears 12 weeks or greater? yes no
\$ _____ per _____ in medical support
\$ _____ per _____ in other (specify)
\$ _____ per _____ in other (specify)
for a total of \$ _____ per _____ to be forwarded to the payee below.

You do not have to vary your pay cycle to be in compliance with the support order. If your pay cycle does not match the ordered support payment cycle, use the following to determine how much to withhold:
\$ _____ per weekly pay period. \$ _____ per semimonthly pay period (twice a month).
\$ _____ per biweekly pay period (every two weeks). \$ _____ per monthly pay period.

REMITTANCE INFORMATION:

You must begin withholding no later than the first pay period occurring _____ working days after the date of this Order/Notice. Send payment within _____ working days of the paydate/date of withholding. You are entitled to deduct a fee to defray the cost of withholding. Refer to the laws governing the work state of the employee for the allowable amount. The total withheld amount, including your fee, cannot exceed _____ % of the employee's/obligor's aggregate disposable weekly earnings. For the purpose of the limitation on withholding, the following information is needed (see #9 on back).

When remitting payment provide the paydate/date of withholding and the case identifier. If remitting by EFT/EDI, use this FIPS code: * _____; Bank routing code: * _____; Bank account number: * _____

Make it payable to: _____ Payee and case identifier _____

Send check to: _____ Payee's Address _____

Authorized by _____
Print Name: _____

*EFT/EDI Information

One of the most significant changes in child support enforcement was the implementation of the New Hire Reporting Program. New hire reporting is the process by which an employer reports information on newly hired employees shortly after the employee is hired.

The Ohio Office of Child Support has contracted with a private vendor to operate the Ohio New Hire Reporting Program in a manner consistent with O.R.C. §5101.312. The new hire reports are matched against child support records to locate parents, establish orders and enforce existing orders. With new hire reporting, Ohio courts or the CSEA have the ability to issue income withholding orders — the most effective means of collecting child support — much more quickly. **Ohio may also use the new hire database to conduct matches between public assistance, unemployment and workers' compensation files to prevent unlawful or erroneous receipt of benefits.**

Once these matches have been made, Ohio submits the new hire reports to a National Directory of New Hires, a component of the Federal Parent Locator Service (FPLS). The FPLS receives new hire data from all states and, along with other state employment data, matches it with requests for locate information. When a match is made, FPLS provides the requesting state with the locate information. The vendor operating the Ohio New Hire Reporting Program performs the reconciliation process between federal and state information and monitors filings by multistate employers in Ohio.

The FPLS is a valuable child support enforcement tool used by Ohio and other states to locate parents who are not providing support for their children; it is especially helpful for interstate cases. When parents live in different states, their child support case is called "interstate." Interstate cases can be the most difficult to enforce and account for 30% of Ohio's child support caseload.

Security and privacy of data is a major focus of the program. Federal law requires all states to establish safeguards for confidential information handled by state agencies. All Ohio new hire data is transmitted over secure and dedicated lines to the National Directory of New Hires (NDNH). Federal law also requires that the NDNH restrict access to and use of new hire information to authorized persons for authorized purposes.

As a result of the excellent cooperation the Ohio New Hire Reporting Program has received from Ohio employers, the Ohio Department of Human Services (ODHS) reported that matches of new hire reports to child support cases exceed 8%. **These matches will account for a projected \$29 million in increased child support collections for the first full year of the program's operation.** During that same time period, new hire matches will allow Ohio to realize savings of \$16 million in public assistance expenditures through fraud detection and benefit adjustment.

What Ohio Employers Should Know

- The new hire report must contain, at a minimum, the following information: employee name, address, Social Security number, employer name and address, the Federal Employer Identification Number (FEIN), employee date of birth and date of hire. While most of this information is contained on the W-4 form, the last two elements must be added.
- New hires must be reported to the **Ohio New Hire Reporting Center, PO Box 15309, Columbus, Ohio 43215-0309, (888) 872-1490, (888) 872-1611 (FAX)** within 20 days of the date of hire. If an employer reports electronically or by magnetic media, the new hires must be reported by two monthly transmissions (if necessary) not less than 12 nor more than 16 days apart.

Ohio employers, who have employees working in multiple states can select one of the following reporting options:

1. Report newly hired employees to the state in which they are working, following the new hire regulations, requirements and timeframes of each state to which you will report,

or

2. Select a state where you have employees working and report all new hires to that state electronically or magnetically.

You may not report using both multistate and single-state methods. Contact the state to which you will be reporting to secure its electronic data specifications and other information that may assist you in submitting your new hire information.

If you choose to report new hire data on all employees to only one state, you must notify the Secretary of Health and Human Services as to which state you have designated to receive all your new hire information. You may notify the Secretary in one of three ways:

1. Mail or fax the notification to:

**Department of Health and Human Services
Office of Child Support Enforcement
Multistate Employer Registration
Box 509
Randallstown, MD 21133
(410) 227-9325 (FAX)**

Please include the following information:

- Federal Employer Identification Number (FEIN)
- Employer's name, address, telephone number related to the state selected for reporting purposes
- Other states in which your company has employees
- Corporate point of contact

NEW HIRE REPORTING PROGRAM

NEW HIRE REPORTING PROGRAM

If your company will be reporting new hires on behalf of your subsidiaries who operate under different names and FEINs, please also list the names, FEINs, and states where they have employees working.

NOTE: This option is not available to payroll service companies reporting on behalf of multistate companies.

2. You may use the Multistate Employer Notification form that contains all the information listed above. Call (202)401-9267 to request a copy of the form or download a copy from the OCSE web site: <http://www.acf.dhhs.gov/programs/cse/newhire/employ/emult.htm>.

3. You may inform the Secretary of Health and Human Services by providing your information electronically to the interactive site at the above web site address.

Immediate reporting of new hires provides critical information about the location and employment of a non-custodial parent within a greatly accelerated timeframe.

Your new hire report could make the difference in a child's life.

QUESTIONS & ANSWERS

Q: How will Ohio employers benefit from New Hire reporting?

A: A direct result of New Hire reporting will be the reduction and prevention of fraudulent workers' compensation and unemployment insurance payments. Timely receipt of new hire data allows Ohio to cross-match this data against its active unemployment claimant files and either stop payments or recover erroneous payments. States already utilizing new hire data have reported unemployment benefit savings in the millions of dollars. With 100% of employers reporting, every state should show significant savings in the future.

Q: It sounds like new hire reporting is be a lot of extra work for employers. What may I do to minimize the amount of time spent reporting new employees?

A: The majority of information you must submit is already information on a new employee's W-4 form. Although the reporting process is an additional requirement, the majority of employers currently participating in state-established programs report either no or minor cost impacts to their operations. To ease the process, Ohio is offering a variety of reporting methods.

Q: Whom may I call if I have more questions?

A: Ohio will provide you with complete instructions and information regarding all aspects of the Ohio New Hire program and your responsibilities as an employer. The requirements for Ohio's New Hire Reporting Program are set out in O.R.C. §5101.312. Call the Ohio New Hire Reporting Program at (888) 827-1490 or use the online website at <http://www.oh-newhire.com>.

Q: Isn't new hire information currently available through quarterly wage reporting?

A: There can be as much as a six-month lag from the date of submission of income information to the date the child support office receives the information. Because many individuals change jobs frequently, quarterly wage data is often out of date or the employee is no longer working for the specified Ohio employer. With new hire reporting, the data will be available within a significantly shorter period of time.

Q: Do I have to report a new employee as a new hire if the employee worked for me in the past?

A: Yes. You must report all new hires, including rehires.

Q: Will I be penalized if I fail to report New Hires?

A: Yes. Under Ohio law, the penalty imposed on employers is \$24.50 per newly hired employee the employer fails to report. If there is a conspiracy between the employer and employee not to report, the penalty in Ohio is \$499.50 per newly hired employee the employer fails to report.

The Ohio Office of Child Support will be able to help you with Ohio child support cases. The address and phone numbers of local child support offices are listed below. To assist you with questions regarding interstate child support cases, you may wish to contact the Ohio Central Registry (OCR) at (614) 752-9740. The fax number is (614) 466-6613. OCR may also be reached by e-mail at ohcenreg@odhs.state.oh.us. For additional information, please consult the Ohio Department of Human Services website at www.state.oh.us/odhs.

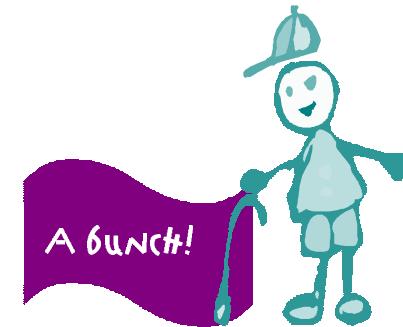
The federal Information Line of the Federal Parent Locator Service is (202) 401-9267, operated Monday – Friday 7:30am - 5:30 pm EST



Websites:
Federal Office of Child Support Enforcement
<http://www.acf.dhhs.gov/programs/cse>

To access the Multistate Employer Notification form and interactive filing for multistate employers:
www.acf.dhhs.gov/programs/cse/newhire/employ/emult.htm

Ohio Office of Child Support
www.state.oh.us/odhs



ADAMS COUNTY CSEA
482 Rice Drive
P.O. Box 386
West Union, OH 45693-0386
PHONE: (937) 544-2371
FAX: (937) 544-5406
(800) 840-5711

ALLEN COUNTY CSEA
608 W. High St.
P.O. Box 1589
Lima, OH 45802-1243-1589
PHONE: (419) 224-7133
FAX: (419) 222-6135
(800) 224-7133

ASHLAND COUNTY CSEA
15 W. Fourth St.
P.O. Box 727
Ashland, OH 44805-2137
PHONE: (419) 289-8141
FAX: (419) 281-7528
(800) 589-8141

ASHTABULA COUNTY CSEA
2924 Donahoe Dr.
Ashtabula, OH 44004-4596
PHONE: (440) 998-1110
FAX: (440) 998-1538
(800) 935-0242

ATHENS COUNTY CSEA
St. Rt. 13
P.O. Box 37
The Plains, OH 45780-0037
PHONE: (740) 593-5046
FAX: (740) 797-2447
(800) 436-8933

AUGLAIZE COUNTY CSEA
12 N. Wood St.
P.O. Box 2003
Wapakoneta, OH 45895-0503
PHONE: (419) 738-2552
FAX: (419) 738-5544
(800) 508-8817

BELMONT COUNTY CSEA
310 Fox Shanon Place
P.O. Box 428
St. Clairsville, OH 43950-9765
PHONE: (740) 695-1074
FAX: (740) 695-9145
(800) 494-1616

BROWN COUNTY CSEA
740 Mt. Orab Pike
P.O. Box 289
Georgetown, OH 45121-0289
PHONE: (937) 378-6414
FAX: (937) 378-2552
(800) 244-9833

BUTLER COUNTY CSEA
210 S. Second St.
Hamilton, OH 45011-2812
PHONE: (513) 887-3362
FAX: (513) 887-3699
(800) 542-0806

CARROLL COUNTY CSEA
7 E. Main St.
P.O. Box 295
Carrollton, OH 44615-0295
PHONE: (330) 627-5357
FAX: (330) 627-3346
(800) 567-5357

CHAMPAIGN COUNTY CSEA
1512 S. U.S. Hwy. 68, Suite F100
P.O. Box 38194
Urbana, OH 43078-0459
PHONE: (937) 652-1606
FAX: (937) 653-6438
(800) 652-1606

CLARK COUNTY CSEA
1346 Lagonda Ave.
P.O. Box 967-A
Springfield, OH 45503-4401
PHONE: (937) 327-3662
FAX: (937) 327-3698
(800) 51603463

CLERMONT COUNTY CSEA
2400 Clermont Center Dr.
Suite 107
Batavia, OH 45103-1957
PHONE: (513) 732-7248
FAX: (513) 732-7444
(800) 571-0943

CLINTON COUNTY CSEA
111 S. Nelson Ave.
P.O. Box 568
Wilmington, OH 45177-0568
PHONE: (937) 382-5726
FAX: (937) 383-2400
(800) 793-1290

COLUMBIANA COUNTY CSEA
126 E. Chestnut St.
Lisbon, OH 44432-0009
PHONE: (330) 424-7781
FAX: (330) 424-0931
(800) 353-0125

COSHOCTON COUNTY CSEA
725 Pine St.
P.O. Box 98
Coshocton, OH 43812-0098
PHONE: (740) 622-8631
FAX: (740) 622-5591
(800) 622-7722

CRAWFORD COUNTY CSEA
225 E. Mary St.
P.O. Box 431
Bucyrus, OH 44820-2302
PHONE: (419) 562-0773
FAX: (419) 562-2018
(800) 761-0773

CUYAHOGA COUNTY CSEA
P.O. Box 93318
Cleveland, OH 44101-5218
PHONE: (216) 443-5100
FAX: (216) 443-5757
(800) 443-1431

DARKE COUNTY CSEA
802 E. Fourth St.
P.O. Box 869
Greenville, OH 45331-0869
PHONE: (937) 548-5623
FAX: (937) 548-8723
(800) 501-5635

DEFIANCE COUNTY CSEA
500 Court St.
P.O. Box 246
Defiance, OH 43512-0246
PHONE: (419) 784-2123
FAX: (419) 782-7680
(800) 569-8003

DELaware COUNTY CSEA
149 N Sandusky
P.O. Box 250
Delaware, OH 43015-0250
PHONE: (740) 368-1980
FAX: (740) 368-1976
(800) 490-9534

ERIE COUNTY CSEA
221 W. Parish St.
Sandusky, OH 44870-4886
PHONE: (419) 626-6781
FAX: (419) 626-6387
(800) 454-3747

FAIRFIELD COUNTY CSEA
124 W. Main St.
P.O. Box 486
Lancaster, OH 43130-0486
PHONE: (740) 687-7155
FAX: (740) 687-6787
(800) 409-2732

FAYETTE COUNTY CSEA
319 S. Fayette
P.O. Box 38
Washington Courthouse, OH 43160-0038
PHONE: (740) 335-0745
FAX: (740) 333-3572
(800) 922-0745

FRANKLIN COUNTY CSEA
373 S. High St., 13th FL
Columbus, OH 43215-6306
PHONE: (614) 462-3275
FAX: (614) 224-5042
(800) 827-3740

FULTON COUNTY CSEA
604 S. Shoop Ave., Suite 200
Wauseon, OH 43567-1390
PHONE: (419) 337-0010
FAX: (419) 335-0337
(800) 344-3575

GALLIA COUNTY CSEA
19 1/2 Locust St.
P.O. Box 449
Gallipolis, OH 45631-0449
PHONE: (740) 446-6177
FAX: (740) 446-0715
(800) 806-0634

GEauga COUNTY CSEA
12480 Ravenwood Dr.
P.O. Box 309
Chardon, OH 44024-9009
PHONE: (440) 285-9141
FAX: (440) 286-6654
(800) 209-7590

GREENE COUNTY CSEA
541 Ledbetter Rd.
P.O. Box 9
Xenia, OH 45385-3699
PHONE: (937) 376-5234
FAX: (937) 376-5244
(800) 337-1740

GUERNSEY COUNTY CSEA
324 Highland Ave.
P.O. Box 253
Cambridge, OH 43725-0253
PHONE: (740) 432-2381
FAX: (740) 432-1952
(800) 307-8422

WHERE CAN I GO FOR HELP?

WHERE CAN I GO FOR HELP?

HAMILTON COUNTY CSEA
222 E. Central Pkwy.
Cincinnati, OH 45202-1225
PHONE: (513) 852-8800
FAX: (513) 852-4890
(800) 315-7119

HANCOCK COUNTY CSEA
7814 CR 140
P.O. Box 428
Findlay, OH 45839-1465
PHONE: (419) 424-1365
FAX: (419) 424-7288
(800) 228-2732

HARDIN COUNTY CSEA
175 W. Franklin St., Ste. 220
P.O. Box 428
Kenton, OH 43326-0428
PHONE: (419) 674-2269
FAX: (419) 673-1417
(800) 320-2148

HARRISON COUNTY CSEA
102 Court St.
Cadiz, OH 43907-1116
PHONE: (740) 942-2900
FAX: (740) 942-8135
(800) 455-5355

HENRY COUNTY CSEA
1255 N. Scott St., Ste. 360
P.O. Box 190
Napoleon, OH 43545-0070
PHONE: (419) 592-4633
FAX: (419) 592-7433
(800) 592-4633

HIGHLAND COUNTY CSEA
1575 N. High St., Ste. 100
Hillsboro, OH 45133-9442
PHONE: (937) 393-4278
FAX: (937) 393-4461
(800) 391-9631

HOCKING COUNTY CSEA
350 SR 664 North
P.O. Box 548
Logan, OH 43138-0548
PHONE: (740) 385-8905
FAX: (740) 385-1911
(800) 555-2480

HOLMES COUNTY CSEA
85 N. Grant St.
P.O. Box 72
Millersburg, OH 44654-0072
PHONE: (330) 674-1111
FAX: (330) 674-0770
(800) 971-7979

HURON COUNTY CSEA
185 Shady Lane
Norwalk, OH 44857-2388
PHONE: (419) 668-9152
FAX: (419) 668-4738
(800) 668-9152

JACKSON COUNTY CSEA
135 Huron St.
P.O. Box 232
Jackson, OH 45640-0232
PHONE: (740) 286-4181
FAX: (740) 286-4775
(800) 588-7161

JEFFERSON COUNTY CSEA
125 S. Fifth St.
Steubenville, OH 43952-2885
PHONE: (740) 283-3300
FAX: (740) 283-3400
(800) 353-2716

KNOX COUNTY CSEA
117 E. High St., 4th Fl.
Mt. Vernon, OH 43050-3400
PHONE: (740) 397-7177
FAX: (740) 392-8882
(800) 298-2223

LAKE COUNTY CSEA
177 Main St.
Painesville, OH 44077-9967
PHONE: (440) 350-4000
FAX: (440) 350-4399
(800) 442-1955

LAWRENCE COUNTY CSEA
214 S. 4th St.
P.O. Box 106
Ironton, OH 45638-0106
PHONE: (740) 533-4338
FAX: (740) 534-9081
(800) 510-4443

LICKING COUNTY CSEA
65 E. Main St.
P.O. Box 338
Newark, OH 43058-0338
PHONE: (740) 349-6575
FAX: (740) 349-6582
(800) 513-1128

LOGAN COUNTY CSEA
120 E. Sandusky Ave.
P.O. Box 517
Bellefontaine, OH 43311-0517
PHONE: (937) 599-7232
FAX: (937) 599-3176
(800) 599-7232

LORAIN COUNTY CSEA
42485 N. Ridge Rd.
P.O. Box 4004
Elyria, OH 44035-2004
PHONE: (440) 284-4500
FAX: (440) 323-6229
(800) 808-2991

LUCAS COUNTY CSEA
701 Adams St.
Toledo, OH 43624-2400
PHONE: (419) 213-3000
FAX: (419) 259-3033
(800) 466-6396

MADISON COUNTY CSEA
200 Midway St.
London, OH 43140
PHONE: (740) 852-4770
FAX: (740) 852-4756
(800) 852-0243

MAHONING COUNTY CSEA
112 W. Commerce St.
P.O. Box 119
Youngstown, OH 44501-0119
PHONE: (330) 740-2073
FAX: (330) 740-2017
(800) 528-9511

MARION COUNTY CSEA
363 W. Fairground St.
P.O. Box 1803
Marion, OH 44301-1803
PHONE: (740) 387-6688
FAX: (740) 387-2175
(800) 960-5437

MEDINA COUNTY CSEA
142 Highland Dr.
P.O. Box 1389
Medina, OH 44258-1389
PHONE: (330) 722-9398
FAX: (330) 722-9238
(800) 706-2732

MEIGS COUNTY CSEA
175 Race St.
P.O. Box 191
Middleport, OH 45760-0191
PHONE: (740) 922-2117
FAX: (740) 992-5688
(800) 922-2608

MERCER COUNTY CSEA
220 W. Livingston St., Ste 4
P.O. Box 649
Celina, OH 45822-0649
PHONE: (419) 586-7961
FAX: (419) 586-2151
(800) 207-3597

MIAMI COUNTY CSEA
2040 North County Rd., 25-A
Troy, OH 45373-1310
PHONE: (937) 339-2919
FAX: (937) 335-2225
(800) 308-0264

MONROE COUNTY CSEA
100 Home Ave.
P.O. Box 638
Woodsfield, OH 43793-0638
PHONE: (740) 472-1602
FAX: (740) 472-5666
(800) 472-1602

MONTGOMERY COUNTY CSEA
14 W. Fourth St., Ste 200
P.O. Box 972
Dayton, OH 45422-3600
PHONE: (937) 225-5561
FAX: (937) 225-5087
(800) 555-0430

MORGAN COUNTY CSEA
141 S. Kennebec
P.O. Box 276
McConnelsville, OH 43756-0276
PHONE: (740) 962-3000
FAX: (740) 962-3833
(800) 564-9234

MORROW COUNTY CSEA
80 N. Walnut St., Lower Level
Mt. Gilead, OH 43338-1311
PHONE: (419) 947-8075
FAX: (419) 947-8095
(800) 533-0353

MUSKINGUM COUNTY CSEA
840 Orchard St.
P.O. Box 9
Zanesville, OH 43702-0009
PHONE: (740) 455-7146
FAX: (740) 453-5660
(800) 450-7146

NOBLE COUNTY CSEA
38 Olive St.
P.O. Box 250
Caldwell, OH 43724-0250
PHONE: (740) 732-2392
FAX: (740) 732-4108
(800) 905-2732

OTTAWA COUNTY CSEA
8444 W. SR 163
Oak Harbor, OH 43449-9769
PHONE: (419) 898-3688
FAX: (419) 898-2436
(800) 665-1677

PAULDING COUNTY CSEA
201 E. Caroline St.
P.O. Box 210
Paulding, OH 45879-0210
PHONE: (419) 399-8464
FAX: (419) 399-8465
(800) 399-2911

PERRY COUNTY CSEA
126 1/2 S. Main St.
P.O. Box 308
New Lexington, OH 43764-9988
PHONE: (740) 342-2278
FAX: (740) 342-5509
(800) 549-1890

PICKAWAY COUNTY CSEA
130 S. Court St.
P.O. Box 191
Circleville, OH 43113-0191
PHONE: (740) 474-5437
FAX: (740) 477-1023
(800) 822-5437

PIKE COUNTY CSEA
110 N. Market St.
P.O. Box 347
Waverly, OH 45690-0347
PHONE: (740) 947-2512
FAX: (740) 947-8955
(800) 646-2165

PORTAGE COUNTY CSEA
449 S. Meridian St.
Ravenna, OH 44266-1208
PHONE: (330) 297-3459
FAX: (330) 297-4559
(800) 876-9544

PREBLE COUNTY CSEA
1234 Eaton-Gettysburg Rd.
P.O. Box 206
Eaton, OH 45320-0206
PHONE: (937) 456-1499
FAX: (937) 456-5591
(800) 413-5899

PUTNAM COUNTY CSEA
1331 E. Fourth St.
P.O. Box 30
Ottawa, OH 45875-0030
PHONE: (419) 523-5586
FAX: (419) 523-9412
(800) 523-5799

RICHLAND COUNTY CSEA
161 Park Ave., East
P.O. Box 547
Mansfield, OH 44901-9957
PHONE: (419) 774-5700
FAX: (419) 524-1507
(800) 774-2552

ROSS COUNTY CSEA
150 E. Second St.
Chillicothe, OH 45601-2500
PHONE: (740) 773-2651
FAX: (740) 775-3659
(800) 413-3140

SANDUSKY COUNTY CSEA
2511 Countryside Dr.
P.O. Box 1228
Fremont, OH 43420-8228
PHONE: (419) 334-2909
FAX: (419) 355-5344
(800) 883-8283

SCIOTO COUNTY CSEA
710 Court St.
P.O. Box 1347
Portsmouth, OH 45662-1347
PHONE: (740) 354-6661
FAX: (740) 353-2576
(800) 354-6377

SENECA COUNTY CSEA
3362 S. Eden Township Rd. 151
P.O. Box 377
Tiffin, OH 44883-9499
PHONE: (419) 447-1632
FAX: (419) 448-5272
(800) 666-1632

SHELBY COUNTY CSEA
Courthouse
P.O. Box 4218
Sidney, OH 45365-4218
PHONE: (937) 498-7305
FAX: (937) 498-7307
(800) 561-5548

STARK COUNTY CSEA
116 Cleveland Ave., N.W.
P.O. Box 21337
Canton, OH 44701-1337
PHONE: (330) 438-8930
FAX: (330) 438-8924
(800) 339-0349

SUMMIT COUNTY CSEA
175 S. Main St., 5th Fl.
P.O. Box 80598
Akron, OH 44308-0598
PHONE: (330) 643-2765
FAX: (330) 643-2745
(800) 726-2765

TRUMBULL COUNTY CSEA
106 High St., NW
P.O. Box 1350
Warren, OH 44482-1350
PHONE: (330) 675-2732
FAX: (330) 675-2746
(800) 720-2732

TUSCARAWAS COUNTY CSEA
154 Second St., NE
P.O. Box 1016
New Philadelphia, OH 44663-1016
PHONE: (330) 343-0099
FAX: (330) 364-4854
(800) 685-2732

UNION COUNTY CSEA
169 Grove St.
P.O. Box 389
Marysville, OH 43040-0389
PHONE: (937) 644-1010
FAX: (937) 644-8700
(800) 248-2347

VAN WERT COUNTY CSEA
114 E. Main St.
P.O. Box 386
Van Wert, OH 45891-0386
PHONE: (419) 238-9566
FAX: (419) 238-6045
(800) 830-0954

VINTON COUNTY CSEA
123 E. Main St.
McArthur, OH 45651-1295
PHONE: (740) 596-5209
FAX: (740) 596-8315
(800) 679-8707

WARREN COUNTY CSEA
500 Justice Dr.
P.O. Box 440
Lebanon, OH 45036-0440
PHONE: (513) 933-1580
FAX: (513) 933-2969
(800) 644-2732

WASHINGTON COUNTY CSEA
Courthouse
205 Putnam
Marietta, OH 45750-3015
PHONE: (740) 373-9324
FAX: (740) 373-9447
(800) 888-2732

WAYNE COUNTY CSEA
356 West North St.
P.O. Box 217
Wooster, OH 44691-0057
PHONE: (330) 287-5600
FAX: (330) 287-5623
(800) 216-6636

WILLIAMS COUNTY CSEA
117 W. Butler St.
Bryan, OH 43506-1650
PHONE: (419) 636-6725
FAX: (419) 636-8843
(800) 937-2732

WOOD COUNTY CSEA
1960 E. Gypsy Lane Rd.
P.O. Box 1028
Bowling Green, OH 43402-1028
PHONE: (419) 354-9270
FAX: (419) 354-9371
(800) 966-3543

WYANDOT COUNTY CSEA
124 S. Sandusky Ave.
P.O. Box 510
Upper Sandusky, OH 43351-0510
PHONE: (419) 294-5122
FAX: (419) 294-6419
(800) 320-5211



Electronic Funds Transfer (EFT) & Electronic Data Interchange (EDI)

Traditionally, child support agencies have received by mail the child support payments you withheld. Today, however, a number of state child support agencies are offering a new service which will enable you to submit child support income withholdings electronically using Electronic Funds Transfer/Electronic Data Interchange (EFT/EDI).

EFT is a process that electronically transfers dollars from one bank account to another. EDI transfers information. In child support applications, EFT/EDI is used to simultaneously transfer child support payments and remittance information to the state and/or CSEA.

Using EFT/EDI has proven to be faster and more efficient than mailing paper checks and hardcopy remittance information. It saves postage and administrative processing costs and reduces the chances of error. The savings to state child support agencies are significant as well.

If you are interested in using EFT/EDI to submit income withholdings, you should contact the CSEA to whom you are remitting payment..

There is a specific format for EFT/EDI child support payments. Formats for sending the information have been developed by the Bankers EDI Council of the National Clearing House Association (NACHA). These formats specify how employers and payroll companies will electronically send the information and the capabilities that states must have to receive the information.

Detailed information on the formats and procedures for using EFT/EDI are contained in *The Child Support Application Banking Convention: A Guide for Employers and Their Financial Institutions*. The document can be ordered from the National Automated Clearing House Association (NACHA) by calling (703)561-1100.

EFT/EDI can make child support income withholding much easier for you. At your option, child support funds may be electronically remitted via EFT/EDI from your bank to the state disbursement unit(SDU). All necessary information (case identifier, date of withholding, etc.) is sent along with the electronic payments via EFT/EDI. EFT/EDI is now available in many states.

QUESTIONS & ANSWERS

Q: How much time do I have to process EFT payments?

A: Ohio requires EFT/EDI child support payments to be remitted within 7 business days after they have been deducted from the employee's paycheck.

Q: I do not want to use EFT/EDI to remit child support payments. Do I have to?

A: No. Ohio does not require the use of EFT/EDI. You may continue to mail child support payments so long as they are timely.

Q: Will the State of Ohio provide employers any assistance when EFT/EDI problems occur?

A: Yes, employers may obtain assistance by contacting the county CSEA office (see list under "Where Do I Go For Help?") or the National Automated Clearing House Association at (703)561-1100.

Q: How will EFT/EDI improve things?

A: The process will reduce costs for you as an employer by minimizing the manual labor involved in preparing checks. If you currently use a payroll service, the service may be able to implement EFT/EDI with little or no additional cost. EFT/EDI will also minimize costs CSEAs now expend for handling mail and processing checks. Most importantly, children will receive their child support faster.

Centralized Collections

On or before October 1, 1999, federal and state law require a centralized site for the collection and disbursement of child support payments. The Ohio state disbursement unit (SDU) will handle the receipt and distribution of payments **on all orders**. Specific questions may be directed to the Ohio Office of Child Support, Bureau of Direct Services (614) 752-6567.

Centralized collections handled by an SDU in each state will eliminate the need to send checks to multiple localities in the state.

Anticipated benefits to employers as a result of centralized collections:

- Reduced check processing cost
- Reduced postage and handling cost
- Opportunity to use electronic transmission of payments and payment information
- Faster payments to children and families, resulting in fewer calls to non-custodial parents

Support for centralized collections and EFT/EDI comes from groups such as the Employer Coalition on Child Support Enforcement and the American Payroll Association.

Direct Income Withholding

In order to expedite income withholding when the obligor is employed in a different state from which the child support order issued, the Uniform Interstate Family Support Act (UIFSA) provides that an employer must recognize and honor an income withholding order issued by any tribunal. The details of this provision of Ohio law — similarly enacted in every state — are set out separately in this guide.

WHY DO I HAVE TO DO THIS?

Imagine what it is like to be a child who lives in a single parent home with limited income. This child may not have enough food to eat or adequate shelter. The absent parent intended to pay child support, but a recent job change simply allowed a few child support payments to fall through the bureaucratic cracks between one state child support agency and another. Or maybe the parent forgot to send the payment.

Imagine a working parent who relies on monthly child support payments just to make ends meet. If those payments don't arrive, or arrive late, the parent will most likely be stressed and distracted at work, worrying about mounting bills, about providing for the children, and even worrying about eviction.

Imagine a parent who is deliberately moving from job to job or even from state to state, to avoid paying child support.

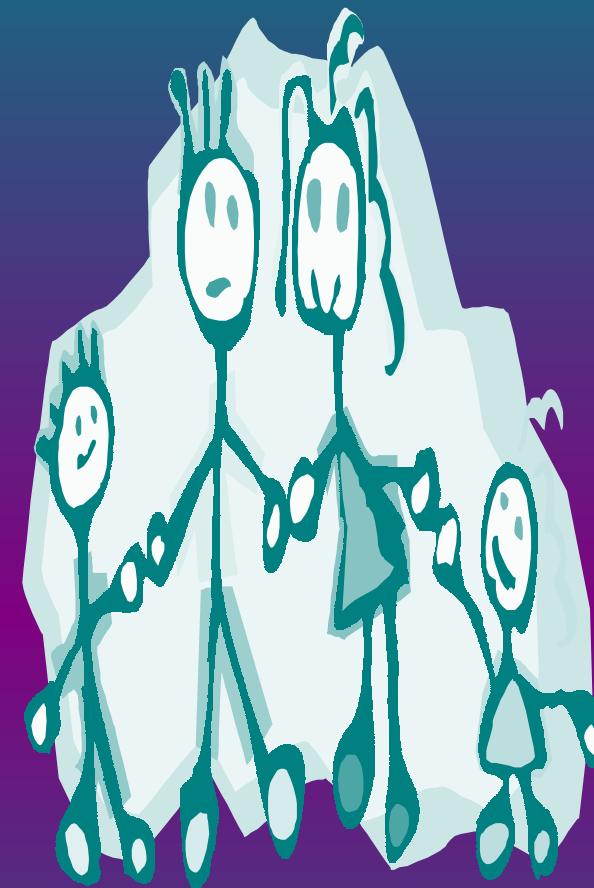
It doesn't take much imagination to understand that many Ohio children go without medical care or new clothing and are currently living in poverty. One out of five American kids live in poverty.

Why do I have to do anything about this? **Because complying with this law will benefit all of us:**

- Income withholding is the most successful and efficient enforcement tool for collecting child support — nearly 72.35% of all monies collected on behalf of Ohio's children is collected directly by employers!
- Stable, reliable workforce — when parents know their children are provided with the necessities of life and well cared for, the result is less absenteeism and higher productivity on the job.
- Taxpayer savings — the New Hire Reporting program will reduce government spending on welfare by increasing child support collections for those families who would otherwise be forced to seek public assistance.

- Healthy children — children who might otherwise not be covered under a medical insurance plan can receive vital and preventive medical attention if they are receiving medical support from their non-custodial parent.
- Centralized collections — collecting child support is about to get easier! Within a year you will only have to send child support payments withheld from payroll to a single address in each state for which you are collecting.
- Fraud detection — Ohio can use new hire information to detect erroneous unemployment, disability, and workers' compensation benefit payments and erroneous receipt of public assistance payments.
- Automatic notification of errors in employee Social Security numbers — All Social Security numbers submitted by employers under the New Hire Reporting program are run through the Enumeration Verification System. Errors such as transposed digits or duplicate numbers are automatically identified, corrected where possible, and reported to the states.
- A stronger sense of community — the bonds that form or are strengthened between a non-custodial parent and a child when regular financial, medical and emotional support arrives can enrich the entire community.
- Comprehensive enforcement — Your efforts work together with other extremely effective enforcement methods including: suspension or revocation of passports, driver's, professional and recreational licenses; interception of IRS and state income tax refunds; interception of lottery winnings; reporting of child support arrearages to credit bureaus; and actions for criminal non-support.

You do not have to do anything more than you already do: report your newly hired employees and deduct child and/or medical support from paychecks.



YOUR EFFORTS ARE
HELPING CHILDREN IN
NEED!
THANKS!